



## **Council for Women & Youth Involvement**

**Agency Name**

Department of Administration

**Project Sponsor Name**

Candace Dudley

**Agency Division**

Communications

**Project Sponsor Email**

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**Division Name**

Council for Women & Youth Involvement

**Agency Website**

<https://ncadmin.nc.gov/>

**Agency mission and services provided to the community**

The N.C. Department of Administration serves as the business manager for North Carolina state government. The department oversees government operations such as building construction, purchasing and contracting for goods and services, maintaining facilities and grounds, managing state vehicles, acquiring and disposing of real property, and operating services such as courier mail delivery and the sale of surplus property.

Additionally, NCDOA oversees many of the state's advocacy programs, which advocate for and serve diverse segments of the state's population that have been traditionally underserved.

**Project Description and Expectations – Two Interns will be hired for this opportunity**

Interns will assist with the State of NC Internship Program application process. The interns will utilize procedures to screen student applications to determine if they qualify for the next steps within the program. Due to conflict of interest, applicants that apply for the DOA Summer Internship Program will not be considered for this opportunity.

**Major tasks to be performed?**

Reviewing student applications to determine next steps.

**Desired knowledge and skills of the intern?**

Microsoft Office

**What field(s) of study is best suited to this opportunity?**

Business, Human Resources, and related fields.

**Final product or outcome anticipated?**

All applications reviewed and moved to the next step of the program.

**What can a student expect to learn during this internship?**

Data entry, knowledge of Internship Program and other youth programs and knowledge of an application tracking system.

**Ed2NC recommends remote internships to allow all North Carolina students an equal opportunity to participate. Will this be a remote internship, in-person, or hybrid?**

Remote

**Expected hours per week and/or total project hours?**

5-10 hours/week for a total of 40 hours

**What is the anticipated intern work schedule?**

Tuesday, Wednesday, Thursday. Hours during the day will be decided by the intern and project supervisor

**Will travel be required?**

No

**Will state equipment be provided for intern to perform required tasks?**

No but will need access to a personal computer or laptop.

**Proposed pay rate?**

\$17/hr